

## LOGGING INTO CGE

### STEP 1: Go to USDA eAuthentication

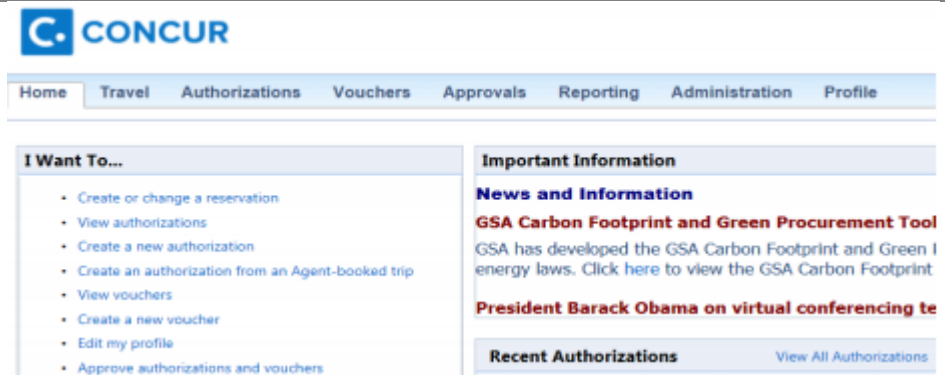
Login using your LincPass and clicking on the LOG IN icon. Alternatively, you may login by entering your User ID & Password and then clicking on the LOGIN button.



The screenshot shows the USDA eAuthentication login page. At the top, there is a header with the USDA logo and the text "United States Department of Agriculture" and "USDA eAuthentication". Below the header, there is a navigation bar with links: Home, About eAuthentication, Help, Contact Us, and Find an LRA. The main content area has a green banner that says "eAuthentication Login". Below the banner, there are two input fields: "LincPass (PIV)" and "User ID & Password". The "LincPass (PIV)" field has a "LOG IN" button next to it. The "User ID & Password" field has a "REGISTER" button and a "LOGIN" button. There are also links for "What is an account?", "Create an account", "Update your account", "Administrator Links", "Local Registration", and "Authority Login".

### STEP 2: CGE Home Page

Logging into the USDA eAuthentication will take you directly to the Home page of CGE.



The screenshot shows the CGE Home Page. At the top, there is a header with the "C. CONCUR" logo. Below the header, there is a navigation bar with links: Home, Travel, Authorizations, Vouchers, Approvals, Reporting, Administration, and Profile. The main content area is divided into two columns. The left column is titled "I Want To..." and contains a list of links: "Create or change a reservation", "View authorizations", "Create a new authorization", "Create an authorization from an Agent-booked trip", "View vouchers", "Create a new voucher", "Edit my profile", and "Approve authorizations and vouchers". The right column is titled "Important Information" and contains a section for "News and Information" with two items: "GSA Carbon Footprint and Green Procurement Tool" and "President Barack Obama on virtual conferencing te". Below the news section, there is a "Recent Authorizations" section with a link to "View All Authorizations".

**You have successfully logged into the CGE home page!**